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U.S. DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT
WASHINGTON, D.C. 20202

APPLICATION FOR GRANTS UNDER LIBRARY CAREER TRAINING PROGRAM

NEWARK PUBLIC LIBRARY

AUG 14 1986

U. S. GOVT. PUBS.
DEPOSITORY 326

CFDA Number: 84.036

FORM APPROVED
OMB No. 1850-0022 , EXP. DATE 10/86
ED FORM 547, 11/81

DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: September 26, 1986

ED 1.2:

DISCRIMINATION PROHIBITED. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or be so treated on the basis of sex under most educational programs or activities receiving Federal assistance.

NOTICE TO APPLICANTS. U.S. Department of Education intent is to notify all unsuccessful applicants as soon as possible after award decisions have been made. DO NOT infer that an award is forthcoming if such notification is NOT received. This may indicate only that the selection process has not been completed.

APPLICATION FOR GRANTS
UNDER
LIBRARY CAREER TRAINING PROGRAM

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UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY
FOR EDUCATIONAL RESEARCH AND IMPROVEMENT

LIBRARY PROGRAMS
(202) 357-6293

TO : Institutions of Higher Education and Other Library Organizations Eligible to Submit Applications for Grants for Training in Librarianship Under Title II-B of the Higher Education Act of 1965, as Amended

SUBJECT: Program Announcement for Library Career Training Fellowships and Institutes in Fiscal Year 1987

1. CLOSING DATE:

The closing date is September 26, 1986. Careful attention should be paid to the mailing instructions described in the Application Notice on page B.

2. PROGRAM INFORMATION:

The Administration has not requested funds for this program in Fiscal Year 1987. However, applications are invited to allow for sufficient time to evaluate applications and complete the grants process prior to the end of the fiscal year, should funds for the program become available.

In Fiscal Year 1986, 39 grants were awarded totalling $610,000 which provided fellowships to 68 individuals. The funds awarded in Fiscal Year 1986 by training level were as follows: $406,000 at the master's level; $36,000 at the postmaster's level; and $168,000 at the doctoral level.

In FY 1987, the Secretary may make both fellowship and institute awards in the event funds are appropriated.

3. ELIGIBILITY:

Institutions of higher education, and library organizations or agencies are eligible to submit grant applications.

4. PROGRAM OBJECTIVES:

As described in Section 776.11, there are four main objectives which are encouraged by the Secretary: the training of persons in new techniques of information acquisition, transfer, and communication technology and in planning, evaluation, and dissemination; the training

WASHINGTON, D.C. 20208

of persons to serve the interests of traditionally underserved groups; the provision of increased opportunities for persons of underrepresented groups to advance professionally through training beyond the master's degree level; and the training of persons of underrepresented groups to obtain training in librarianship.

5. SELECTION OF FELLOWS:

Your attention is directed to Section 776.31(d) which states that fellows will be selected in accordance with the program objective(s) chosen. Since two of these center on the recruitment of persons from underrepresented groups, it should be particularly noted that no blanket exclusion of any group can be allowed through recruitment activities since this would be contrary to the provisions of the Civil Rights Act of 1965 (42 U.S.C. 200d) and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681). And it should also be carefully noted that, regardless of the objective(s) chosen, Section 776.31(d) also specifies that admission standards for fellows recruited under the program are at least as high as they are for other students in the library education program.

6. SELECTION OF INSTITUTE PARTICIPANTS:

Your attention is directed to Section 776.32(d) which states that participants will be selected according to their experience, current responsibilities, and training needs.

7. APPLICATION SPECIFICATIONS:

A signed original and two copies of the application are required; however, two additional copies would expedite the review process. This application may be used to apply for a fellowship or an institute grant.

Each application will consist of four parts. Instructions are provided for each part.

Part I Standard Form 424, FEDERAL ASSISTANCE, consisting of four sections.

Part II Program Narrative.

Part III Budget Information.

Part IV Assurances. (Note: Page G is to be submitted indicating that you are complying with all of these requirements. Should any of the numbered items not apply to your institution, simply cross out and submit the page).

The narrative should be typed on one side of standard 8 1/2" by 11" paper and stapled at the left margin. Please do not bind or enclose in folders. The pages should be numbered consecutively and the name of the applicant should appear in the upper right hand corner of each page. A separate application should be prepared for each proposed project.

Attention is especially directed to the section of the application notice which describes Executive Order 12372 "Intergovernmental Review of Federal Programs." States are establishing processes for implementing the intergovernmental review and designating a single point of contact. Some States have selected this program for review of applications for Federal financial assistance. While an updated list of States is included in this information package, it is the responsibility of applicants which are governmental entities, including local educational agencies, to find out about and comply with State requirements under Executive Order 12372.

8. CRITERIA FOR REVIEW AND EVALUATION:

The program will operate under Rules and Regulations, published in the FEDERAL REGISTER on March 5, 1982, and contained elsewhere in this application package.

Careful consideration of these Rules and Regulations, particularly the selection criteria, is essential before preparing and submitting an application. These criteria are used in reviewing and evaluating the application; therefore, it is advisable to respond to these criteria in the order presented.

9. INQUIRIES:

If additional assistance is needed, contact:

Frank A. Stevens, Director, or Yvonne B. Carter, Program Specialist
Library Development Staff
Library Programs
Office of Educational Research and Improvement
U.S. Department of Education
555 New Jersey Avenue, N.W.
Washington, D.C. 20208-1430
Telephone: (202) 357-6315

Sincerely,

Anne J. Mathews
Director
Library Programs

4000-01

DEPARTMENT OF EDUCATION

Office of Educational Research and Improvement

Agency: Department of Education

Action: Application Notice for New Awards under Library Career Training Program for Fiscal Year 1987

PROGRAMMATIC AND FISCAL INFORMATION:

Applications are invited for new fellowship and institute project grants under the Library Career Training Program for fiscal year (FY) 1987. This program is authorized under Title II-B of the Higher Education Act of 1965, as amended by the Education Amendments of 1980. (20 U.S.C. 1021 et seq.)

The purpose of these grants is to assist in training persons in librarianship through the conduct of fellowships and institutes. Institutions of higher education or a library agency or organization are eligible to apply.

The U.S. Department of Education has not requested funds for the Library Career Training Program for FY 1987. However, applications are invited to allow sufficient time to evaluate applications and complete processing prior to the end of the fiscal year in the event funds are appropriated for the program. In FY 1986, 39 grants were awarded totaling $610,000 which provided fellowships to 68 individuals. In FY 1987, the Secretary may make both fellowship and institute awards in the event funds are appropriated.

READEX FICHE

best copy available

These estimates do not bind the U.S. Department of Education to a specific number of grants nor to the amount of any grant, unless that amount is otherwise specified by statute or regulations.

CLOSING DATE FOR TRANSMITTAL OF APPLICATIONS

Applications for new awards must be mailed or hand delivered on or before September 26, 1986.

Applications sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: (CFDA No: 84.036), 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Each late applicant will be notified that its application will not be considered.

Applications that are hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building #3, 7th and D Streets, S.W., Washington, D.C.

The Application Control Center will accept hand delivered applications between 8:00 a.m. and 4:30 p.m. (Washington, D.C., time) daily, except Saturdays, Sundays, and Federal holidays.

APPLICABLE REGULATIONS

Regulations applicable to this program include the following:

(a) The regulations governing the Library Career Training Program in 34 CFR Part 776.

(b) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 78, and 79.

INTERGOVERNMENTAL REVIEW

This program is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. The objective of Executive Order 12372 is to foster an intergovernmental partnership and a strengthened federalism by relying on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

Immediately upon receipt of this notice, applicants that are government entities must contact the appropriate State single point of contact to find out about, and to comply with, the State's process under the Executive Order. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the single point of contact for each State and follow the procedures established in those States under the Executive Order. A listing containing the single point of contact for each State is included in the application package for this program.

In States that have not established a process or chosen this program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

All comments from State single points of contact and all comments from State, areawide, regional, and local entities must be mailed or hand delivered by November 26, 1986, to the following address:

The Secretary, U.S. Department of Education, Room 4181, (CFDA No. 84.036), 400 Maryland Avenue, S.W., Washington, D.C. 20202.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

APPLICATION FORMS

Application forms and program information packages are expected to be available by July 29, 1986. These may be obtained by writing to Library Programs, Office of Educational Research and Improvement, U.S. Department of Education, 555 New Jersey Avenue, N.W., Room 402, Capitol Place Building, Washington, D.C. 20208-1430, Attention: HEA Title II-B.

FURTHER INFORMATION:

For further information contact Mr. Frank A. Stevens, Director, or Mrs. Yvonne B. Carter, Administrative Librarian, Library Programs, Office of Educational Research and Improvement, U.S. Department of Education, 555 New Jersey Avenue, N.W., Room 402, Capitol Place Building, Washington, D.C. 20208-1430. Telephone: (202) 357-6315.

PROGRAM AUTHORITY: 20 U.S.C. 1021 et seq.

Dated: JUL 15 1986

Chester E. Finn, Jr.
Assistant Secretary for Educational Research and Improvement

(Catalog of Federal Domestic Assistance No. 84.036, Library Career Training Program).

State Single Point of Contact List

ALABAMA

Mrs. Donna J. Snowden, SPOC
Alabama State Clearinghouse
Alabama Department of Economic and
Community Affairs
3465 Norman Bridge Road
Post Office Box 2939
Montgomery, Alabama 36105-0939
Tel. (205) 284-8905

ARIZONA

Department of Commerce
State of Arizona

NOTE: Correspondence & questions concerning this state's E.O. 12372 process should be directed to:

Janice Dunn
ATTN: Arizona State Clearinghouse
1700 West Washington, Fourth Floor
Phoenix, Arizona 85007
Tel. (602) 255-5004

ARKANSAS

State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
P.O. Box 3278
Little Rock, Arkansas 72203
Tel. (501) 371-1074

CALIFORNIA

Office of Planning and Research
1400 Tenth Street
Sacramento, California 95814
Tel. (916) 323-7480

COLORADO

State Clearinghouse
Division of Local Government
1313 Sherman Street, Rm. 520
Denver, Colorado 80203
Tel. (303) 866-2156

CONNECTICUT

Gary E. King
Under Secretary
Comprehensive Planning Division
Office of Policy and Management
Hartford, Connecticut 06106-4459

NOTE: Correspondence & questions concerning this state's E.O. 12372 process should be directed to:

Intergovernmental Review Coordinator
Comprehensive Planning Division
Office of Policy and Management
80 Washington Street
Hartford, Connecticut 06106-4459
Tel. (203) 566-3410

DELAWARE

Executive Department
Thomas Collins Building
Dover, Delaware 19903
Attn: Francine Booth
Tel. (302) 736-4204

FLORIDA

Ron Fahs
Executive Office of the Governor
Office of Planning and Budgeting
The Capitol
Tallahassee, Florida 32301
Tel. (904) 488-8114

GEORGIA

Charles H. Badger
Administrator
Georgia State Clearinghouse
270 Washington Street, S.W.
Atlanta, Georgia 30334
Tel. (404) 656-3855

HAWAII

Kent M. Keith
Director
Department of Planning and Economic Development
P.O. Box 2359
Honolulu, Hawaii 96804

For Information Contact:

Hawaii State Clearinghouse
Tel. (808) 548-3016 or 548-3085

ILLINOIS

Tom Berkshire
Office of the Governor
State of Illinois
Springfield, Illinois 62706
Tel. (217) 782-8639

INDIANA

Mr. Alexander J. Ingram
Deputy Director
State Budget Agency
212 State House
Indianapolis, Indiana 46204
Tel. (317) 232-5604

IOWA

Office for Planning and Programming
Capital Annex
523 East 12th Street
Des Moines, Iowa 50319
Tel. (515) 281-3864

KANSAS

Ms. Judy Krueger
Intergovernmental Liaison
122 A South
State Office Building
Topeka, Kansas 66612
Tel. (913) 296-3919

KENTUCKY

Kentucky State Clearinghouse
2nd Floor, Capital Plaza Tower
Frankfort, Kentucky 40601
Tel. (502) 564-2382

LOUISIANA

Mr. Ferguson Brew
Assistant Secretary and SPOC
Dept. of Urban & Community Affairs
Office of State Clearinghouse
P.O. Box 94455, Capitol Station
Baton Rouge, Louisiana 70804
Tel. (504) 925-3725

MAINE

State Planning Office
Attn: Intergovernmental Review Process/Hal Kimbal
State House Station #38
Augusta, Maine 04333
Tel. (207) 289-3154

MARYLAND

Guy W. Hager, Director
Maryland State Clearinghouse
for Intergovernmental Assistance
Department of State Planning
301 West Preston Street
Baltimore, Maryland 21201-2365
Tel. (301) 225-4490

MASSACHUSETTS

Executive Office of Communities and
Development
Attn: Beverly Boyle
100 Cambridge Street, Rm. 904
Boston, Massachusetts 02202
Tel. (617) 727-3253

MICHIGAN

Michelyn Pasteur
Director, Local Development Services
Department of Commerce
P.O. Box 30225
Lansing, Michigan 48909
Tel. (517) 373-3530

MINNESOTA

Maurice D. Chandler
Intergovernmental Review
Minnesota State PLanning Agency
Room 101
Capitol Square Building
St. Paul, Minnesota 55101
Tel. (612) 296-2571

MISSISSIPPI

Office of Federal State Programs
Department of Planning and Policy
2000 Walter Sillers Bldg.
500 High Street
Jackson, Mississippi 39202

For Information Contact:

Mr. Marlan Baucum
Department of Planning and Policy
Tel. (601) 359-3150

MISSOURI

Lois Pohl, Coordinator
Missouri Federal Assistance Clearinghouse
Office of Administration
Division of General Services
P.O. Box 809
Room 760 Truman Building
Jefferson City, Missouri 65102
Tel. (314) 751-4834

MONTANA

Sue Heath
Intergovernmental Review Clearinghouse
c/o Office of the Lieutenant Governor
Capitol Station
Helena, Montana 59620
Tel. (406) 444-5522

NEVADA

Ms. Jean Ford
Director, Nevada Office of Community Services
Capitol Complex
Carson City, Nevada 89710
Tel. (702) 885-4420

NOTE: Correspondence & questions concerning this state's E.O. 12372 process should be directed to:

John Walker
Clearinghuse Coordinator
Tel. (702) 885-4420

NEW HAMPSHIRE

David G. Scott
Acting Director
New Hampshire Office of State Planning
2 1/2 Beacon Street
Concord, New Hampshire 03301
Tel. (603) 271-2155

NEW JERSEY

Mr. Barry Skokowski
Director, Division of Local Government Services
Department of Community Affairs, CN 803
363 West State Street
Trenton, New Jersey 08625-0803
Tel. (609) 292-6613

NOTE: Correspondence & questions concerning this state's E.O. process should be directed to:

Nelson S. Silver
State Review Process
Division of Local Government Services - CN 803
Trenton, New Jersey 08625-0803
Tel: (609) 292-9025

NEW MEXICO

Peter C. Pence, Director
Department of Finance and Administration
Management and Contracts Review Div.
Clearinghouse Bureau
Room 424, State Capitol
Santa Fe, New Mexico 87503
Tel. (505) 827-3885

NEW YORK

Director of the Budget
New York State

NOTE: Correspondence & questions concerning the state's E.O. 12372 process should be directed to:

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Tel. (518) 474-1605

NORTH CAROLINA

Mrs. Chrys Baggett
Director, State Clearinghouse
Department of Administration
116 West Jones Street
Raleigh, North Carolina 27611
Tel. (919) 733-4131

NORTH DAKOTA

Office of Intergovernmental Assistance
Office of Management and Budget
14th Floor - State Capitol
Bismarck, North Dakota 58505
Tel. (701) 224-2094

OHIO

State Clearinghouse
Office of Budget and Management
30 East Broad Street
Columbus, Ohio 43215

For Information Contact:

Mr. Leonard E. Roberts
Deputy Director
Tel. (614) 466-0699

OKLAHOMA

Don Strain
Office of Federal Assistance Management
4545 North Lincoln Blvd.
Oklahoma City, Oklahoma 73105
Tel. (405) 528-8200

OREGON

Intergovernmental Relations Division
State Clearinghouse
Attn: Delores Streeter
Executive Building
155 Cottage Street, N.E.
Salem, Oregon 97310
Tel. (503) 373-1998

PENNSYLVANIA

Barbara J. Gontz, Project Coordinator
Pensylvania Intergovernmental Council
P.O. Box 11880
Harrisburg, Pennsylvania 17108
(717) 783-3700

RHODE ISLAND

Daniel W. Varin, Chief
Rhode Island Statewide Planning Program
265 Melrose Street
Providence, Rhode Island 02907
Tel. (401) 277-2656

NOTE: **Questions & correspondence concerning this state's review process should be directed to:**

Mr. Michael T. Marfeo
Review Coordinator

SOUTH CAROLINA

Danny L. Cromer
Grant Services
Office of the Governor
1205 Pendleton Street, Room 477
Columbia, South Carolina 29201
Tel. (803) 758-2417

SOUTH DAKOTA

Connie Tveidt
State Clearinghouse Coordinator
State Government Operations
Second Floor, Capitol Building
Pierre, South Dakota 57501
Tel. (605) 773-3661

TENNESSEE

Tennessee State Planning Office
1800 James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37219
Tel. (615) 741-1676

TEXAS

Bob McPherson
State Planning Director
Office of the Governor
P.O. Box 13561
Capitol Station
Austin, Texas 78711

NOTE: Questions concerning this state's review process should be directed to:

Intergovernmental Relations Division
Tel. (512) 463-1778

UTAH

Dale Hatch
Director, Office of Planning and Budget
State of Utah
116 State Capitol Building
Salt Lake City, Utah 84114
Tel. (801) 533-5245

VERMONT

State Planning Office
Attn: Bernie Johnson
Pavilion Office Building
109 State Street
Montpelier, Vermont 05602
Tel. (802) 828-3326

VIRGINIA

Shawn McNamara
Department of Housing and Community Development
205 North 4th Street
Richmond, Virginia 23219
Tel. (804) 786-4474

WASHINGTON

Washington Department of Community Development
ATTN: Washington Intergovernmental Review Process
Dori Goodrich, Coordinator
Ninth and Columbia Building
Olympia, Washington 98504-4151
Tel. (206) 586-1240

WEST VIRGINIA

Mr. Fred Cutlip, Director
Community Development Division
Governor's Office of Community
and Industrial Development
Building #6, Room 553
Charleston, West Virginia 25305
Tel. (304) 348-4010

WISCONSIN

Secretary Doris J. Hanson
Wisconsin Department of Adminstration
101 South Webster Street - GEF 2
P.O. Box 7864
Madison, Wisconsin 53707-7864
Tel. (608) 266-1741

NOTE: Correspondence & questions concerning this state's E.O. 12372 process should be directed to:

Thomas Krauskopf
Federal-State Relations Coordinator
Wisconsin Department of Administration
P.O. Box 7864
Madison, WI 53707-7864
Tel. (608) 266-8349

WYOMING

Wyoming State Clearinghouse
State Planning Coordinator's Office
Capitol Building
Cheyenne, Wyoming 82002
Tel. (307) 777-7574

VIRGIN ISLANDS

Toya Andrew
Federal Programs Coordinator
Office of the Governor
The Virgin Islands of the United States
Charlotte Amalie, St. Thomas 00801
Tel. (809) 774-6517

DISTRICT OF COLUMBIA

Lovetta Davis
D.C. State Single Point of Contact for E.O. 12372
Executive Office of the Mayor
Office of Intergovernmental Relations
Room 416, District Building
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
Tel. (202) 727-6265

GUAM

Guam State Clearinghouse
Office of the Lieutenant Governor
P.O. Box 2950
Agana, Guam 96910

PUERTO RICO

Ms. Patria G. Custodio, P.E.
Chairman
Puerto Rico Planning Board
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-9985
Tel. (809) 727-4444

NORTHERN MARIANA ISLANDS

Planning and Budget Office
Office of the Governor
Saipan, CM 96950

TITLE II—AMENDMENT AND EXTENSION OF TITLE II OF THE HIGHER EDUCATION ACT OF 1965

EXTENSION AND REVISION OF LIBRARY PROGRAMS

SEC. 201. Title II of the Act is amended to read as follows:

"TITLE II—COLLEGE AND RESEARCH LIBRARY ASSISTANCE AND LIBRARY TRAINING AND RESEARCH

"PURPOSE; AUTHORIZATION

"SEC. 201. (a) The Secretary shall carry out a program to assist—

"(1) institutions of higher education in the acquisition of library resources, including law library resources, and in the establishment and maintenance of networks for sharing library resources in accordance with part A;

"(2) in the training of persons in librarianship and to encourage research and development relating to the improvement of libraries (including the promotion of economical and efficient information delivery, cooperative efforts, and developmental projects) in accordance with part B;

"(3) the Nation's major research libraries, in maintaining and strengthening their collections, and in making their holdings available to other libraries whose users have need for research materials, in accordance with part C; and

"(4) the establishment of a National Periodical System Corporation, in accordance with part D.

"(b)(1)(A) There are authorized to be appropriated to carry out part A $10,000,000 for the fiscal year 1981, $30,000,000 for the fiscal year 1982 and for each of the two succeeding fiscal years, and $35,000,000 for the fiscal year 1985.

(B) There are authorized to be appropriated to carry out part B $10,000,000 for the fiscal year 1981, $30,000,000 for the fiscal year 1982 and for each of the two succeeding fiscal years, and $35,000,000 for the fiscal year 1985.

(C) There are authorized to be appropriated to carry out part C $10,000,000 for the fiscal year 1981, $15,000,000 for the fiscal year 1982 and each of the three succeeding fiscal years.

"(2) Notwithstanding paragraph (1), no funds are authorized to be appropriated for part D unless the appropriation for each of parts A, B, and C equals or exceeds the amount appropriated for each such part, respectively, for fiscal year 1979.

"(c) No grant may be made under this title for books, periodicals, documents, or other related materials to be used for sectarian instruction or religious worship, or primarily in connection with any part of the program of a school or department of divinity.

"NOTIFICATION OF STATE AGENCY

"SEC. 202. Each institution of higher education which receives a grant under this title shall annually inform the State agency designated pursuant to section 1203 of its activities under this title.

"PART B—LIBRARY TRAINING, RESEARCH, AND DEVELOPMENT

"GRANTS AUTHORIZED

"SEC. 221. From the amount appropriated for this part, the Secretary shall make grants in accordance with sections 222, 223, and 224. Of such amount, one-third shall be available for the purposes of each such section.

"LIBRARY CAREER TRAINING

"SEC. 222. (a) The Secretary shall make grants to, and contracts with, institutions of higher education and library organizations or agencies to assist them in training persons in librarianship. Such grants or contracts may be used by such institutions, library organizations, or agencies (1) to assist in covering the cost of courses of training or study (including short term or regular session institutes), (2) to establish and maintain fellowships or traineeships with stipends (including allowances for travel, subsistence, and other expenses) for fellows and others undergoing training and their dependents, not in excess of such maximum amounts as may be determined by the Secretary, and (3) to establish, develop, or expand programs of library and information science, including new techniques of information transfer and communication technology.

"(b) Not less than 50 per centum of the grants made under this section shall be for the purpose of establishing and maintaining fellowships or traineeships under subsection (a)(2).

federal register

Friday
March 5, 1982

Part VIII

Department of Education

Library Career Training Program
(Title II-B HEA)

DEPARTMENT OF EDUCATION

34 CFR Part 776

Library Career Training Program (Title II-B HEA)

AGENCY: Department of Education.

ACTION: Final regulations.

SUMMARY: The Secretary of Education is issuing final regulations for the Library Career Training Program. These final regulations restructure the current regulations, reduce program requirements, and implement statutory changes made by the Education Amendments of 1980.

EFFECTIVE DATE: Unless the Congress takes certain adjournments, these regulations will take effect 45 days after publication in the **Federal Register**. If you want to know the effective date of these regulations, call or write the Department of Education contact person.

ADDRESSES: Further inquiries may be made to Frank A. Stevens, U.S. Department of Education, 400 Maryland Avenue SW., Room 3622, ROB-3, Washington, D.C. 20202.

FOR FURTHER INFORMATION CONTACT: Frank A. Stevens, Telephone (202) 245-9530.

SUPPLEMENTARY INFORMATION:

Background

The Library Career Training Program provides financial assistance to institutions of higher education and library agencies for fellowships, institutes, and traineeships in the area of library and information science. The program has sought to provide greater training opportunities for minorities, the economically disadvantaged, handicapped individuals, and women, and to satisfy the library and information science needs of underserved groups.

In a notice published in the **Federal Register** on March 27, 1981 (46 FR 19000), the Secretary announced his intention to review and, as appropriate, amend certain regulations, including the regulations that govern the Library Career Training Program, in order to comply with the requirements of Executive Order 12291 and its overall objective to reduce regulatory burden. The Secretary published proposed rules to implement the Library Career Training Program in the **Federal Register** on October 28, 1981 (46 FR 53362) and invited public comment on these proposed rules.

Public Comments on the NPRM

The following public comments were received in response to the NPRM:

Section 776.4 Definitions that apply to this program

Comment. One commenter suggested that to be consistent with other portions of the proposed regulations, the phrase "library or information science" that appears in the definition of fellowship be changed to "library and information science."

Response. A change has been made. The definition of fellowship now refers to a program of "library and information science."

Comment. One commenter stated that traineeships are an unwise investment of tax dollars. Because minority persons are already well represented in the clerical ranks of library staffs, the commenter reasoned that traineeships that prepare persons for clerical work are not an effective agent for change. However, another commenter said the reference to "mid-level library and information science professionals" in the definition of traineeship seemed unnecessarily restrictive. This commenter said that applicants should be given as much flexibility as possible in designing traineeships.

Response. No change has been made. The statute these regulations implement allows for the provision of traineeships. See section 222(a)(2) of the Act. However, these regulations do not intend for traineeships to be at the clerical level, but at a professional level. The regulatory definition of traineeship states, in part, that it "is designed to meet the individual needs of mid-level library and information science professionals." Nor does the Secretary believe the term "mid-level" is overly restrictive. It can be read to refer to the number of years in the profession, professional level or title, or salary. It should be interpreted as general guidance in selecting individuals who show the greatest promise of moving into positions of leadership in the library and information science profession, and who would benefit from an internship experience.

Comment. One commenter inquired whether the term "underrepresented groups" was defined in an "official document."

Response. No change has been made. The term is included in the Library Career Training Regulations for the purposes of this program only. This definition reflects the history of the Library Career Training Program in providing training opportunities to such groups and also reflects the intent of Congress.

Comment. One commenter wondered why women were included among those "who are members of groups that have been traditionally underrepresented" in the library and information science profession, because at the master's level four out of five students are women.

Response. A change has been made. The definition of underrepresented groups refers to "groups of persons who have been traditionally underrepresented either at the highest level *or* at other levels of the library and information science profession" (italics added). Women are included in the category of "underrepresented" because traditionally they have not been found at the highest levels of the library and information science profession. However, the definition was not intended to suggest that each group was underrepresented at each professional level. To clarify this, language has been added to the definition to indicate that the identity of underrepresented groups depends, in part, upon the professional level at issue. Therefore, whereas the program objective to "increase opportunities for professional advancement for members of underrepresented groups by providing training beyond the master's degree level" (§ 776.11(b)) may be understood to include women as an underrepresented group, the objective to "increase opportunities for members of underrepresented groups to obtain training in librarianship" (§ 776.11(a)) as applied to training at the master's level or below, may not.

Section 776.11 Program objectives

Comment. One commenter saw a contradiction between the program objectives of "train(ing) library personnel to serve the interest of traditionally underserved groups" and "train(ing) library personnel in the new techniques of information acquisition and transfer." The commenter said that these two objectives should either be related in some fashion or recognized as "mutually independent."

Response. No change has been made. The program objectives in § 776.11 state that "the Secretary encourages applicants to design projects that will accomplish *one or more* of the following objectives" (emphasis added). Applicants are encouraged to select objectives according to their needs and interests. To this extent the two objectives cited, as well as the others, may be considered mutually independent. However, the Secretary believes it would be quite possible to

combine two or more of these objectives in a single project.

Comment. One commenter referred to the program objective which reads, "Train or retrain library personnel in new techniques of—Planning, evaluation, and dissemination" and suggested that if the intent was to require projects to include planning, evaluation, and dissemination elements, the section should be reworded to make this clear.

Response. No change has been made. The intent of the objective is to encourage applicants to design projects that deal with training personnel in the new techniques of program planning, evaluation, and dissemination in the library and information science field, as well as in new techniques of information acquisition, transfer, and communication technology. Project planning and evaluation requirements applicable to projects supported by the Library Career Training Program are adequately addressed elsewhere in the regulations.

Comment. One commenter, noting the programmatic emphasis in the proposed rules upon training library personnel in new techniques of information acquisition, transfer, and communication technology, expressed concern about the scarcity of black librarians as well as the hope that the Library Career Training Program would continue to support the training of minorities in the library field.

Response. No change has been made. The program objective described in § 776.11(d)(1) of the regulations reflects statutory language added by the Education Amendments of 1980, Pub. L. 96-374, which indicates the intent of Congress to support library training with respect to "new techniques of information transfer and communication technology" (Section 222(a)(3)). The regulatory section in question also continues to encourage increased opportunities for the training and professional advancement of persons in underrepresented groups, which, as defined by § 776.4(b), includes "racial and ethnic minorities." Further, § 776.11 of the regulations encourages applicants to design projects that will accomplish "one or more" of the stated program objectives—therefore, for example, projects might be designed which recruit and train minorities in the new techniques of information acquisition, transfer and communication technology.

Section 776.31 Selection criteria for fellowship applications

Comment. One commenter stated that proposed § 776.31(a)(2)(ii) implied the existence of one set of standards recognized by the librarianship and information science profession.

Response. No change has been made. The provision is not intended to imply that particular inflexible standards are accepted unanimously by the library and information science profession. Neither is the Secretary attempting to establish standards. The Secretary does believe, however, that persons, themselves experienced members of the profession, who review applications will be able to articulate and apply "standards that are recognized" by the profession.

Comment. One commenter asked if the standard referred to in § 776.31(d)(2)(ii) addressed the problem of the "traditionally underrepresented groups" in the library and information science profession. § 776.31(d)(2)(ii) reads, "the applicant's admissions standards for participants are as high as they are for other students in the library education program.")

Response. No change has been made. References in these regulations to traditionally underrepresented groups in the library and information science profession do not include those who might be considered educationally disadvantaged. The definition in these regulations of "underrepresented groups" states that these groups include "racial and ethnic minorities, economically disadvantaged persons, handicapped persons, and women." The history of the Library Career Training Program demonstrates that successful fellowship candidates from underrepresented groups can meet the regular admissions standards of grantees.

Comment. One commenter requested a clarification of § 776.31(e)(2) (iii) and (iv). Those provisions provide that applications for fellowship projects are judged, in part, on the ratio of degrees awarded to enrollment in the applicant's library education program and the ratio of requested fellowships to other fellowships and scholarships in librarianship supported by the applicant.

Response. No change has been made. These ratios are reviewed to determine whether or not the applicant is awarding an appropriate number of degrees compared to its enrollment and is requesting an appropriate number of fellowships compared to what it is providing itself. The Secretary believes this information bears upon the quality of the applicant's program in library and information science.

Section 776.34 Distribution of funds.

Comment. One commenter questioned the legal authority of the Secretary to specify in an application notice how the funds available for this program "will be divided among fellowship, institute and traineeship grants." The commenter noted that the statute authorizes the use of funds for several types of projects and said that grantees should be given some choice in deciding how the Federal funds are used. Another commenter wanted more grant money available for workshops and institutes.

Response. No change has been made. Section 776.34(a) is believed to be consistent with the intent of Congress. For fiscal year 1982, and for several preceding fiscal years, Congress has made clear during the appropriation process that it intended to support only fellowship projects with Federal funds. This is, of course, consistent with section 222(b) of the Act which mandates that *at least* 50% of the grants awarded under this program for each fiscal year "be for the purpose of establishing and maintaining fellowship or traineeships." Therefore, the Act requires that the Secretary have the authority to impose certain limitations upon the use of available funds. Accordingly, for fiscal year 1982 and preceding years, the Secretary has announced in the application notice that funds would be available only for fellowship projects. Section 776.34(a) does no more than clarify the authority of the Secretary to ensure that funds appropriated for the Library Career Training Programs are used in the manner intended by Congress.

Comment. One commenter suggested that fellowships should be awarded only for graduate level programs because, the commenter argued, it is a poor investment to train individuals in undergraduate programs which do not qualify them for professional positions or for ready acceptance into graduate programs.

Response. No change has been made. Section 776.34 indicates that the Secretary may reserve funds for fellowship awards at particular academic levels. This provision allows the Secretary the discretion to determine at which academic level fellowship projects would hold the greatest promise. The Secretary announces such decisions in the application notice.

Section 776.41 Fellowship project costs.

Comment. One commenter asked if the $3500 in grant funds for fellowships awarded at the post-master's and doctoral level that appears in § 776.41(a)(3) is a typographical error and should read $5200.

Response. A change has been made. The $3500 figure was an inadvertent

error. The section in question now reads, "for each fellowship awarded at the post-master's and doctoral level—$5200 for an academic year plus $800 for a summer session."

§ 776.44 Travel allowances and § 776.45 Allowances for dependents.

Comment. One commenter suggested that allowances for travel and dependents should be assigned a very low priority.

Response. No change has been made. Section 222(a)(2) of the statute specifically authorizes travel and dependency allowances. However, while applicants may request travel and dependency allowances, the Secretary is not required to accept those requests. The regulations in §§ 776.44 and 776.45 indicate that the Secretary will authorize travel and dependency allowances only in certain circumstances—such as "extreme hardship"—and only when the need for them is persuasively documented.

Additional Changes Made to the NPRM

While these final regulations are substantially the same as those of the NPRM, editorial corrections and revisions have been made. They include:

- In § 776.3(a)(1) reference to § 776.13 is deleted because there is no § 776.13 in the regulations.
- In § 776.4(a) local educational agency and State educational agency are deleted since these terms do not appear in the regulations.
- In § 776.4(b), the definition of summer session is deleted because it is deemed unnecessary.
- Section 776.20 is revised to clarify that a grantee may conduct one or more projects.
- Section 776.30(a)(2) has been moved to § 776.34.

Burden Reduction

No response from an institution of higher education regarding burden reduction has been received. to assist the Department in complying with the specific requirements of Executive Order 12291 and its overall objective of reducing regulatory burden, public comment is invited on whether there may be opportunities to reduce any regulatory burdens found in these regulations, especially regard to paperwork and compliance requirements.

Written comments and recommendations may be sent to the address given at the beginning of this preamble. The Secretary will consider and may take action on substantive comments as deemed appropriate.

Citation of Legal Authority

A citation of statutory or other legal authority is placed in parentheses on the line following each substantive provision. (20 U.S.C. 1021, 1032).

(Catalog of Federal Domestic Assistance No. 84.036, Library Career Training Program)

Dated: March 1, 1982.

T. H. Bell,

Secretary of Education.

The Secretary revises Part 776 of Title 34 of the Code of Federal Regulations to read as follows:

PART 776—LIBRARY CAREER TRAINING PROGRAM

Subpart A—General

Sec.

776.1 The library career training program.
776.2 Eligible parties.
776.3 Regulations that apply to this program.
776.4 Definitions that apply to this program.

Subpart B—Kinds of Projects for Which Grants Are Made

776.10 Types of projects.
776.11 Program objectives.
776.12 Project duration.

Subpart C—How To Apply for a Grant

776.20 Application instructions.

Subpart D—How the Secretary Makes a Grant

776.30 How the Secretary evaluates applications.
776.31 Selection criteria for fellowship applications.
776.32 Selection criteria for institute applications.
776.33 Selection criteria for traineeship applications.
776.34 Distribution of funds.

Subpart E—Conditions That Must Be Met by a Grantee

776.40 Allowable costs.
776.41 Fellowship project costs.
776.42 Institute project costs.
776.43 Traineeship project costs.
776.44 Travel allowances.
776.45 Allowances for dependents.
776.46 Tuition and fees.
776.47 Notification of the State agency.

Subpart F—The Administrative Responsibilities of a Grantee

776.50 Participant eligibility and selection.
776.51 Substitutions.
776.52 Payments to participants.
776.53 Payment adjustments.
776.54 Assistance under other Federal programs.

Authority: Part B of Title II of the Higher Education Act of 1965, as amended by Education Amendments of 1980, Pub. L. 96-374, 94 Stat. 1383 (20 U.S.C. 1021).

Subpart A—General

§ 776.1 The Library Career Training Program.

The Secretary awards grants and contracts for the purpose of—

(a) Training persons in librarianship through fellowships, institutes, or traineeships.

(b) Establishing, developing, and expanding programs of library and information science, including new techniques of information transfer and communication technology.

(Sec. 201 and 222 of the Act, 20 U.S.C. 1021, 1032)

§ 776.2 Eligible parties.

Eligible applicants are—

(a) An institution of higher education.

(b) A library organization or agency.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.3 Regulations that apply to this program.

(a) The following regulations apply to grants under the Library Career Training Program:

(1) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Part 74 (Administration of grants), 34 CFR Part 75 (Direct Grant Programs), and 34 CFR Part 77 (Definitions); and

(2) The regulations in this Part 776.

(b) A different set of regulations apply to contracts made under this program. (See EDGAR, 34 CFR 75.4 Education Department contracts).

(20 U.S.C. 3474)

§ 776.4 Definitions that apply to this program.

(a) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR Parts 74 and 77:

Applicant
Application
Award
Contract (includes definition of Subcontract)
Department
EDGAR
Grant
Grantee
Private
Project
Project period
Public
Secretary

(b) *Other definitions.* The following additional definitions apply to this part:

"Act" means the Higher Education Act of 1965, as amended.

"Dependent" means any individual as described in paragraphs (1), (2), or (3) below who will receive more than half

of his or her support from a project participant during the course of a project conducted under this program:

(1) Any individual related by blood or marriage to the participant;

(2) Any legally adopted child or a child placed for adoption in the participant's home by a licensed child-placing agency, and

(3) Any other individual living in the participant's household, provided the relationship of the two individuals is not illegal.

"Fellowship" means an award to an individual who has been accepted for admission to an institution of higher education and who is or will be enrolled full-time in a graduate or undergraduate program of library and information science. The purpose of the award is to assist recipients financially as they work toward or complete the requirements for a specific degree in some aspect of librarianship.

"Institute" means a specialized group training project in librarianship that:

(1) Is separate from the regular academic program of the applicant;

(2) Has an innovative curriculum;

(3) May or may not provide academic credit;

(4) Either provides persons with the skills needed to enter the library and information science field or provides library and information science personnel—including library educators—an opportunity to strengthen or increase their competencies; and

(5) May be long term or short term.

"Institution of higher education" means the type of institution defined by section 1201 of the Act.

"Librarianship" means the principles and practices of library and information science, including the acquisition, organization, storage, retrieval, and dissemination of information, and reference and research use of library and other information resources.

"Library organization or agency" means a public or private organization or agency that provides library services or programs.

"Participants" means a person who is enrolled in a training project funded under this part.

"State agency" means the state agency designated under section 1203 of the Act.

"Traineeship" means a training project in librarianship that:

(1) Is separate from the regular academic program of the applicant;

(2) Is designed to meet the individual needs of mid-level library and information science professionals;

(3) Provides individualized instruction, usually through an internship; and

(4) May include academic instruction.

"Underrepresented groups" means groups of persons who have been traditionally underrepresented either at the highest levels or at other levels of the library and information science profession. Depending upon the level, these groups include racial and ethnic minorities, economically disadvantaged persons, handicapped persons, and women.

"Underserved groups" means groups of persons who have been traditionally underserved by the library and information science profession, such as racial and ethnic minorities, economically disadvantaged persons, handicapped persons, and rural populations.

(Secs. 201 and 222 of the Act, 20 U.S.C. 1021, 1032, 3474)

Subpart B—Kinds of Projects for Which Grants Are Made

§ 776.10 Types of projects.

A grantee may conduct one or more fellowship projects, institute projects, and traineeship projects.

(Secs. 201 and 222 of the Act, 20 U.S.C. 1021, 1032)

§ 776.11 Program objectives.

The Secretary encourages applicants to design projects that will accomplish one or more of the following objectives—

(a) Increase opportunities for members of underrepresented groups to obtain training in librarianship.

(b) Increase opportunities for professional advancement for members of underrepresented groups by providing training beyond the master's degree level.

(c) Train or retrain library personnel to serve the interests of traditionally underserved groups.

(d) Train or retrain library personnel in new techniques of—

(1) Information acquisition, transfer, and communication technology; and

(2) Planning, evaluation, and dissemination.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.12 Project duration.

(a) A fellowship or long-term institute project must provide at least one academic year but not more than 12 months of training.

(b) A short-term institute project must provide at least one week but usually not more than six weeks of training.

(c) A traineeship project may not exceed 12 months.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

Subpart C—How To Apply for a Grant

§ 776.20 Application instructions.

(a) An applicant may submit applications for fellowship, institute, and traineeship projects.

(b) An applicant may request any number of fellowships at any number of degree levels in a single application.

(c) An applicant shall specify the amount to be paid to participants as stipends. (See §§ 776.41–776.43.)

(d) An applicant shall estimate the amount needed for travel and dependency allowances. (See §§ 776.44–776.45.)

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

Subpart D—How the Secretary Makes a Grant

§ 776.30 How the Secretary evaluates applications.

(a) The Secretary evaluates an application for a fellowship project on the basis of the criteria in § 776.31 and awards up to 100 possible points for these criteria.

(b) The Secretary evaluates an application for an institute project on the basis of the criteria in § 776.32 and awards up to 100 possible points for these criteria.

(c) The Secretary evaluates an application for a traineeship project on the basis of the criteria in § 776.33 and awards up to 100 possible points for these criteria.

(d) The maximum score for each criterion is indicated in parentheses.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.31 Selection criteria for fellowship applications.

(a) *Project description.* (10 points)

(1) The Secretary reviews each application for information that shows the quality of the applicant's project.

(2) The Secretary looks for information that shows—

(i) The project objectives are clearly stated, realistic, and satisfy a current training need;

(ii) The required courses meet standards that are recognized by the library and information science profession; and

(iii) The extent to which the student field experience component (if included) is well designed.

(b) *Plan of operation.* (15 points)

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

(ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(c) *Quality of key personnel.* (7 points)

(1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project;

(iii) The time that each person referred to in paragraphs (2) (i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) *Participant selection.* (15 points)

(1) The Secretary reviews each application for information that shows the method of participant selection.

(2) The Secretary looks for information that shows—

(i) The participants will be selected in conformance with program objectives (see § 776.11); and

(ii) The applicant's admissions standards for participants are as high as they are for other students in the library education program.

(e) *Applicant characteristics.* (20 points)

(1) The Secretary reviews each application for information that shows the applicant's commitment to library and information science education.

(2) The Secretary looks for information that shows—

(i) The applicant's catalog adequately describes the library education program in which participants will be enrolled;

(ii) The amount the applicant spends per student for education in librarianship is comparable to that of other library education programs with a similar student enrollment and curriculum;

(iii) The ratio of degrees awarded to enrollment in the applicant's library education program is comparable to that of other library education programs;

(iv) The ratio of requested fellowships to other fellowships and scholarships in librarianship supported by the applicant is comparable to that of other library education programs; and

(v) The academic level of the project is appropriate to the applicant's capabilities or experience.

(f) *Budget and cost effectiveness.* (5 points)

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(g) *Evaluation plan.* (5 points)

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

Cross reference.—See EDGAR 34 CFR 75.590 (Evaluation by the grantee).

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(h) *Adequacy of resources.* (3 points)

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(i) *Conformance with program objectives.* (20 points)

The Secretary reviews each application for information that shows the project will achieve one or more of the following program objectives:

(1) Increase opportunities for members of underrepresented groups to obtain training in librarianship;

(2) Increase opportunities for professional advancement for members of underrepresented groups by providing training beyond the master's degree level;

(3) Train or retrain library personnel to serve the interests of traditionally underserved groups; and

(4) Train or retrain library personnel in the new techniques of—

(i) Information acquisition, transfer, and communication technology; or

(ii) Planning, evaluation, and dissemination.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.32 Selection criteria for institute applications.

(a) *Project description.* (20 points)

(1) The Secretary reviews each application for information that shows the quality of the applicant's project.

(2) The Secretary looks for information that shows—

(i) The subject matter of the project is significant, of current interest to the library and information science community, well described, appropriate for an institute, and is not duplicated in the applicant's regular academic curriculum;

(ii) The project duration is appropriate for presenting the subject matter;

(iii) The project content satisfies educational standards of the library and information science profession;

(iv) The blend of theoretical and practical training is suitable to the subject matter and the needs of the participants; and

(v) The training methods are innovative and imaginative.

(b) *Plan of operation.* (12 points)

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

(ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally

underrepresented, such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(c) *Quality of key personnel.* (10 points)

(1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project;

(iii) The time that each person referred to in paragraph (2) (i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) *Participant selection.* (10 points)

(1) The Secretary reviews each application for information that shows the method of participant selection.

(2) The Secretary looks for information that shows—

(i) Participants will be selected according to their experience, current responsibilities, and training needs; and

(ii) The number or participants is appropriate to the training methods and project resources.

(e) *Budget and cost effectiveness.* (5 points)

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(f) *Evaluation plan.* (8 points)

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

Cross reference—See EDGAR, 34 CFR 75.590 (Evaluation by the grantee).

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(g) *Adequacy of resources.* (5 points)

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(h) *Conformance with program objectives.* (20 points)

The Secretary reviews each application for information that shows the project will achieve one or more of the following program objectives:

(1) Increase opportunities for members of underrepresented groups to obtain training in librarianship;

(2) Increase opportunities for professional advancement for members of underrepresented groups by providing training beyond the master's degree levels;

(3) Train or retrain library personnel to serve the interests of traditionally underserved groups; and

(4) Train or retrain library personnel in the new techniques of—

(i) Information acquisition, transfer, and communication technology; or

(ii) Planning, evaluation, and dissemination.

(i) *Project effectiveness.* (10 points)

(1) The Secretary reviews each application for information that shows the effectiveness of the project.

(2) The Secretary looks for information that shows—

(i) The project will increase the number of librarians with specialized skills;

(ii) The project includes plans for how innovative results and materials could be disseminated to other institutions or agencies; and

(iii) The likelihood that project results and materials will be replicated.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.33 Selection criteria for traineeship applications.

(a) *Project description.* (15 points)

(1) The Secretary reviews each application for information that shows the quality of the applicant's project.

(2) The Secretary looks for information that shows—

(i) The training needs to be met by the project are significant, of current interest to the library and information science community, and well described;

(ii) The extent to which project activities are designed to meet the individual needs of each participant; and

(iii) The extent to which other library agencies or institutions will cooperate with the applicant in providing appropriate and high quality internship opportunities.

(b) *Plan of operation.* (20 points)

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

(ii) An effective plan of management that insures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(c) *Quality of key personnel.* (7 points)

(1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project;

(iii) The time that each person referred to in paragraphs (2) (i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrespresented such as—members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) *Participant selection.* (15 points)

(1) The Secretary reviews each application for information that shows the method of participant selection.

(2) The Secretary looks for information that shows—

(i) Participants will be selected on the basis of their stated career goals and on their potential for high level advancement and continued professional growth within the field of library and information science; and

(ii) There are more internship opportunities available than the proposed number of participants.

(e) *Budget and cost effectiveness.* (5 points)

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(f) *Evaluation plan.* (10 points)

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

Cross reference—See EDGAR 34 CFR 75.590 (Evaluation by the grantee).

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(g) *Adequacy of resources.* (3 points)

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows—

(i) The facilities that the applicant plans to use are adequate; and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(h) *Conformance with program objectives.* (25 points)

The Secretary reviews each application for information that shows the project will achieve one or more of the following program objectives:

(1) Increase opportunities for professional advancement for members of underrepresented groups;

(2) Train or retrain library personnel to serve the interests of traditionally underserved groups; and

(3) Train or retrain library personnel in the new techniques of—

(i) Information acquisition, transfer, and communication technology; or

(ii) Planning, evaluation, and dissemination.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.34 Distribution of funds.

In any fiscal year the Secretary may specify in an application notice—

(a) How funds will be divided among fellowship, institute, and traineeship grants.

(b) Whether funds will be reserved for fellowship awards at particular academic levels.

(c) Whether applications for fellowship grants will be evaluated independently according to particular academic levels.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

Subpart E—Conditions That Must Be Met By a Grantee

§ 776.40 Allowable costs.

(a) Allowable costs under this part are those specified in §§ 776.41–776.45.

(b) Fiscal limitations are set forth in § 776.46.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.41 Fellowship project costs.

(a) The grantee may use grant funds in the following amounts to cover the cost of providing fellowship training:

(1) For each fellowship awarded at the undergraduate level—$1500 for an academic year plus $250 for a summer session;

(2) For each fellowship awarded at the master's level—$3500 for an academic year plus $500 for a summer session; and

(3) For each fellowship awarded at the post-master's and doctoral level—$5200 for an academic year plus $800 for a summer session.

(b) The grantee shall use grant funds to pay stipends to fellowship participants in the following amounts:

(1) Undergraduate level—$1500 for an academic year plus $250 for a summer session.

(2) Master's level—$3500 for an academic year plus $500 for a summer session; and

(3) Post-master's and doctoral level—$5200 for an academic year plus $800 for a summer session.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.42 Institute project costs.

(a) The grantee shall use grant funds to provide institute training in accordance with 34 CFR Part 74, Subpart Q.

(b) The grantee may use grant funds to pay stipends to institute participants. If the grantee pays stipends it shall do so in the following amounts:

(1) Long-term, full-time, post-baccalaureate level—$3500 for an academic year plus $500 for a summer session;

(2) Long-term, full-time, pre-baccalaureate level—$1500 for an academic year plus $250 for a summer session;

(3) Short-term, full-time—$100 per week; and

(4) Part-time—$20 per day.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.43 Traineeship project costs.

(a) The grantee shall use grant funds to provide traineeship training in accordance with either § 776.41(a) or § 776.42(a), as the grantee elects in its application.

(b) The grantee may use grant funds to pay stipends to traineeship participants. If the grantee pays stipends it shall do so in accordance with either § 776.41(b) or § 776.42(b), as the grantee elects in its application.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.44 Travel allowances.

(a) The Secretary may authorize travel allowances for participants—

(1) In cases of extreme hardship; and

(2) If travel is necessary for successful participation in the project.

(b) The mileage rate must be consistent with current Federal travel regulations.

(c) The Secretary may defer authorization of travel allowances until the grantee has documented need.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.45 Allowances for dependents.

(a) In cases of extreme hardship, the Secretary may authorize allowances for dependents of participants. The maximum amount that may be provided per dependent is $450 for an academic year, $100 for a summer session, and $10 per week for short-term projects.

(b) The Secretary may defer authorization of allowances for dependents until the grantee has documented need.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.46 Tuition and fees.

A grantee shall not charge tuition or fees to a participant in a training project funded under this part.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.47 Notification of the State agency.

Each institution of higher education that receives a grant under this part shall annually inform the State agency designated under section 1203 of the Act of its project activities.

(Sec. 202 of the Act, 20 U.S.C. 1022)

Subpart F—The Administrative Responsibilities of a Grantee

§ 776.50 Participant eligibility and selection.

(a) A grantee selects project participants on the basis of its own published criteria.

(b) Participants must be—

(1) Nationals of the United States, or be in the United States for other than a temporary purpose and intend to become permanent residents of the United States; and

(2) Engaged in, or preparing to engage in, a profession or other occupation involving library or information science.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.51 Substitutions.

The grantees may replace a participant provided the new participant can successfully complete the training project at no additional cost to the Government. The grantee shall notify the Department of Education in writing within 30 days of the withdrawal or substitution of a participant.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474)

§ 776.52 Payments to participants.

(a) The grant award specifies the amount of money for stipends and for dependency and travel allowances the grantee will receive.

(b) The grantee disburses the stipends, and dependency and travel allowances to the appropriate project participants.

(Sec. 22 of the Act, 20 U.S.C. 1032)

§ 776.53 Payment adjustments.

(a) When a participant withdraws from a training project, the stipend and any allowances the participant received must be prorated according to the number of weeks completed in the training period. When a substitution is not made, the unused portion is returned to the Federal Government.

(b) The date of withdrawal is the participant's last day of class attendance or the date the grantee determines that the participant has ceased to maintain academic proficiency. Attendance in any part of a week is counted as a full week.

(Sec. 222 of the Act, 20 U.S.C. 1032)

§ 776.54 Assistance under other Federal programs.

(a) Any amount paid a participant from any other Federal grant program for educational purposes (except veterans', war orphans', and widows' educational assistance under Title 38, United States Code) must be deducted from the amount the participant would receive under this part.

(b) A participant may apply for and receive a Federal educational loan. The amount of the loan and any interest paid may not be deducted from the amount receivable by the participant under this part.

(Sec. 222 of the Act, 20 U.S.C. 1032, 3474, and 38 U.S.C. 1700, *et seq.*)

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FORM APPROVED
OMB No. 1850-0022
EXPIRATION DATE
10/31/86

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
Washington, D.C. 20208

INSTRUCTIONS FOR COMPLETING APPLICATION FOR FELLOWSHIP AND INSTITUTE GRANTS UNDER THE LIBRARY CAREER TRAINING PROGRAM

GENERAL

No award may be made unless a completed application form has been received (20 U.S.C. 1032) 34 CFR 776. This form shall be used to apply for Federal assistance from the Library Career Training Program (Title II, Part B, of the Higher Education Act of 1965, as amended) of the U.S. Department of Education. Submit the original and two copies to:

U.S. Department of Education
Application Control Center
Attention: 84.036
Washington, D.C. 20202

PART I

Part I of this application consists of the standard face page for Federal applications and the concomitant instructions.

The Library Career Training Program is presently included as a program under E.O. 12372 and 34 CFR 79, the regulations for facilitating coordinated planning under the Intergovernmental Cooperation Act of 1968.

Applicants should be aware that in various States, State law requires review of applications for Federal assistance under various programs covered by E.O. 12372. Implementation of such laws is enforced through State rules and regulations, and applicants are urged to ascertain the existence of such laws and to acquaint themselves with applicable State procedures.

The following SUPPLEMENTAL instructions for the items given below are to be used in lieu of or along with the standard instructions for the items:

Item 5. If the applicant organization has been assigned an ED entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in item 5.

If the payee will be other than the applicant, enter in the remarks section "Payee:", the payee's name, department or division, complete address, and employer identification number or HEW entity number. If an individual's name and/or title is desired on the payment instrument, the name and/or title of the designated individual must be specified.

Item 6. Preprinted.

Item 7. Enter as the title, "Fellowships" or "Institutes,"

PART II – PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Demonstrate the need for assistance and state the principal and subordinate (including educational) objectives and goals (national, regional, State, and/or local) of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived from attainment of the objectives and goals.

3. APPROACH.

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each activity, provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe the qualifications and standards to be applied in determining (1) recipients of fellowship awards by degree sought, or (2) participants in institutes. For fellowships and traineeships, compare these standards and qualifications to those normally acceptable, and give any special factors indicating the program is likely to attract, prepare, and retain library and information science career personnel of outstanding caliber.

For program content for fellowships attach copies of catalogs, announcements, etc. listing course offerings and descriptions, and required and elective courses for degrees (e.g., Doctoral, Post-masters, Masters, Bachelors, and Associate). Where updating is necessary for program content (courses, degree requirements, changes in goals or objectives), provide supplementary information.

For program content for institutes, describe the subject matter of the program in sufficient detail to present its relationship to objectives and needs, and results and benefits, given above. Describe the organization of the program in terms of hours of lecture, field trips, research experiences, etc. as appropriate.

b. Provide for each activity, quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the schedule for institutes and proposed number of participants for each institute; number of fellows to be graduated; etc. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.

d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

Present a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project.

PART III

General Instructions. Sections A, B, C and D should provide the budget for the first budget period not to exceed a year.

All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary

Lines 1 – 2, Columns (e) through (g).

Show only Federal funds. Leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Column (e), the appropriate amounts of funds needed to support the project for the first funding period, not to exceed a year.

Section B. Budget Categories.

For each activity, fill in the total requirements for funds (Federal) by object class categories.

Lines 6a-h. Applicants for fellowships use line 6h only. Applicants for institutes show the estimated amount for each direct cost budget (object class) category as follows:

Line 6a. "Personnel" must show salaries and wages only. Fees and expenses for consultants must be included on line 6h.

Line 6b. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost rate.

Line 6c. Indicate travel of employees only. Travel of consultants, trainees, etc. should not go on this line, nor should local transportation (i.e., where no out-of-town trip is involved).

Line 6d. Indicate the cost of nonexpendable personal property. Such property means tangible personal property having a useful life of more than one year and an acquisition cost of $300 or more per unit. A grantee may use its own definition of nonexpendable personal property provided that such definition would at least include all personal property as defined above.

Line 6e. Show all tangible personal property except that which is on line 6d.

Line 6f. Use for (1) procurement contracts (except those which belong on other lines such as equipment and supplies) and (2) subgrants or other assistance-like payments to secondary recipient organizations such as affiliates, cooperating institutions, delegate agencies, political sub-divisions, etc. Line 6f must not include payments to individuals such as stipends and allowances for trainees, consulting fees, benefits, etc.

Line 6h. All direct costs not clearly covered by lines 6a through 6g must be included here. Examples are computer use charges, required fees, consulting fees and travel, communication costs, rental of space, printing materials, and local transportation. Give stipends, and institutional support costs for fellows.

Line 6j. Show the amount of indirect cost.

Line 6k. Enter the total of amounts on lines 6i and 6j. For all applications, the total amount in column (5), line 6k, should be the same as the total amount shown in Section A, column (e), line 5.

Line 7. Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section D. Forecasted Cash Needs

Line 13. Enter the amount of cash needed by quarter from the grantor agency during the first year.

Section F. Other Budget Information

Line 21. Use this space to explain amounts for individual direct object cost categories that may appear to be out of the ordinary and to explain the details:

PERSONNEL SALARIES FROM LINE 6a. Show the total commitment of time and the salary to be charged to the project for each key member of the project staff

EQUIPMENT FROM LINE 6d. List items of equipment in the following format: Item, Number of Units, Cost per Unit, Total Cost.

CONTRACTUAL FROM LINE 6f. Indicate the name of the agency or organization that will receive each proposed contract.

OTHER FROM LINE 6h. (a) For institute programs give (1) the total number of consultants that will work on the project and their costs (fees and travel); (2) institutional fees being charged to the project budget (i.e , number of participants times institutional fees); (3) stipends in terms of number of weeks times number of participants times the average weekly stipend; and (4) dependency allowances in terms of number of weeks times number of dependents times weekly allowance for dependents. (b) For fellowship programs, give the costs of stipends in terms of number of fellows (by degree level) times the annual stipend

Line 22. Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23. Provide any other explanations required herein or any other comments deemed necessary.

GENERAL INSTRUCTIONS FOR THE SF-424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted in accordance with OMB Circular A-102. It will be used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process have been given an opportunity to review the applicant's submission.

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I with the exception of Box 3, "State Application Identifier." If an item is not applicable, write "NA." If additional space is needed, insert an asterisk "*," and use Section IV. An explanation follows for each item:

Item

1. Mark appropriate box. Preapplication and application are described in OMB Circular A-102 and Federal agency program instructions. Use of this form as a Notice of Intent is at State option. Federal agencies do not require Notices of Intent.

2a. Applicant's own control number, if desired.

2b. Date Section I is prepared (at applicant's option).

3a. Number assigned by State.

3b. Date assigned by State.

4a-4h. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of the person who can provide further information about this request.

5. Employer Identification Number (EIN) of applicant as assigned by the Internal Revenue Service.

6a. Use Catalog of Federal Domestic Assistance (CFDA) number assigned to program under which assistance is requested. If more than one program (e.g., joint funding), check "multiple" and explain in Section IV. If unknown, cite Public Law or U.S. Code.

6b. Program title from CFDA. Abbreviate if necessary.

7. Use Section IV to provide a summary description of the project. If appropriate, i.e., if project affects particular sites as, for example, construction or real property projects, attach a map showing the project location.

8. "City" includes town, township or other municipality.

9. List only largest unit or units affected, such as State, county, or city.

10. Estimated number of persons directly benefiting from project.

11. Check the type(s) of assistance requested.

   A. Basic Grant—an original request for Federal funds.

   B. Supplemental Grant—a request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).

   E. Other. Explain in Section IV.

12. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included. If the action is a change in dollar amount of an existing grant

Item

(a revision or augmentation under Item 14), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 12a—amount requested from Federal Government. 12b—amount applicant will contribute. 12c—amount from State, if applicant is not a State. 12d—amount from local government, if applicant is not a local government. 12e—amount from any other sources, explain in Section IV.

13b. The district(s) where most of action work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."

14. A. New. A submittal for project not previously funded.

   B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.

   C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).

   D. Continuation. An extension for an additional funding/budget period for a project with a projected completion date.

   E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.

15. Approximate date project expected to begin (usually associated with estimated date of availability of funding).

16. Estimated number of months to complete project after Federal funds are available.

17. Complete only for revisions (item 14c), or augmentations (item 14e).

18. Date preapplication/application must be submitted to Federal agency in order to be eligible for funding consideration.

19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered.

20. Existing Federal grant identification number if this is not a new request and directly relates to a previous Federal action. Otherwise, write "NA."

21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete either Item 22a or 22b *and* Items 23a and 23b.

22a. Complete if application is subject to Executive Order 12372 (State review and comment).

22b. Check if application is not subject to E.O. 12372.

23a. Name and title of authorized representative of legal applicant.

FEDERAL AGENCY PROCEDURES FOR SECTION III

Applicant completes only Sections I and II. Section III is completed by Federal agencies.

26. Use to identify award actions.

27. Use Section IV to amplify where appropriate.

28. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation under Item 14), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 28a—amount awarded by Federal Government. 28b—amount applicant will contribute. 28c—amount from State, if applicant is not a State. 28d—amount from local government, if applicant is not a local government. 28e—amount from any other sources, explain in Section IV.

29. Date action was taken on this request.

30. Date funds will become available.

31. Name and telephone number of agency person who can provide more information regarding this assistance.

32. Date after which funds will no longer be available for obligation.

33. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks.

OMB Approval No. 0348-0006

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION *(Mark appropriate box)*
- ☐ NOTICE OF INTENT (OPTIONAL)
- ☐ PREAPPLICATION
- ☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER:
b. DATE *Year month day*: 19

3. STATE APPLICATION IDENTIFIER *NOTE: TO BE ASSIGNED BY STATE*
a. NUMBER:
b. DATE ASSIGNED *Year month day*: 19

Leave Blank

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name:
b. Organization Unit:
c. Street/P.O. Box:
d. City:
e. County:
f. State:
g. ZIP Code:
h. Contact Person *(Name & Telephone No.)*:

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM *(From CFDA)*
a. NUMBER: 84.036
MULTIPLE ☐
b. TITLE: HEA II-B Library Career Training

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
Application for Fiscal Year 1987 Federal grant funds to be used between October 1, 1987 and September 30, 1988 to fund library career training projects.

8. TYPE OF APPLICANT/RECIPIENT
A—State; B—Interstate; C—Substate Organization; D—County; E—City; F—School District; G—Special Purpose District; H—Community Action Agency; I—Higher Educational Institution; J—Indian Tribe; K—Other (Specify):
Enter appropriate letter ☐

9. AREA OF PROJECT IMPACT *(Names of cities, counties, states, etc.)*

10. ESTIMATED NUMBER OF PERSONS BENEFITING

11. TYPE OF ASSISTANCE
A—Basic Grant; B—Supplemental Grant; C—Loan; D—Insurance; E—Other
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$	.00

13. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT:
b. PROJECT:

14. TYPE OF APPLICATION
A—New; B—Renewal; C—Revision; D—Continuation; E—Augmentation
Enter appropriate letter: A

15. PROJECT START DATE *Year month day*: 19

16. PROJECT DURATION *Months*:

17. TYPE OF CHANGE *(For 14c or 14e)*
A—Increase Dollars; B—Decrease Dollars; C—Increase Duration; D—Decrease Duration; E—Cancellation; F—Other (Specify): NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ▶ *Year month day*: 19

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER

a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Application Control Center
b. ADMINISTRATIVE CONTACT (IF KNOWN):
c. ADDRESS: 400 Maryland Avenue, S.W.
Washington, D.C. 20202-3561

21. REMARKS ADDED
☐ Yes ☐ No

SECTION I—APPLICANT/RECIPIENT DATA

22. THE APPLICANT CERTIFIES THAT ▶
To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE _____
b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE:
b. SIGNATURE:

SECTION II—CERTIFICATION

24. APPLICATION RECEIVED *Year month day*: 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
- ☐ a. AWARDED
- ☐ b. REJECTED
- ☐ c. RETURNED FOR AMENDMENT
- ☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
- ☐ e. DEFERRED
- ☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE ▶ *Year month day*: 19

30. STARTING DATE *Year month date*: 19

31. CONTACT FOR ADDITIONAL INFORMATION *(Name and telephone number)*

32. ENDING DATE *Year month date*: 19

33. REMARKS ADDED
☐ Yes ☐ No

SECTION III—FEDERAL AGENCY ACTION

DETACH AND, AS NECESSARY, STAPLE TO ABOVE SHEET.

SECTION IV—REMARKS *(Please reference the proper item number from Sections I, II or III, if applicable)*

NOTE: If person responsible for grant negotiations is different from person named in Item 4h. please identify by name and phone number in this space.

name: _____

phone: _____
(area code) (number) (extension)

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. Fellowships	84.036	$	$	$		$
2. Institutes	84.036					
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL
	(1) Fellowships	(2) Institutes			(5)
a. PERSONNEL	$	$	$	$	$
b. FRINGE BENEFITS					
c. TRAVEL					
d. EQUIPMENT					
e. SUPPLIES					
f. CONTRACTUAL					
g. CONSTRUCTION					
h. OTHER					
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

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SECTION C – NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTALS	$	$	$	$

SECTION D – FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
14. NON-FEDERAL					
15. TOTALS	$	$	$	$	$

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (years)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F – OTHER BUDGET INFORMATION (attach additional sheets if necessary)

21. DIRECT CHARGES:

22. INDIRECT CHARGES:

23. REMARKS:

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PART IV
ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 *et seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN USDE CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (USDE) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, USDE must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that –

Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending $300.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No USDE employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202

CONTRACTS

Competitive procurement actions undertaken by the USDE are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the Request for Proposals (RFP). Questions regarding the submission of offers should be addressed to the Contracting Officer identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No USDE employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for $173.00 per year via non-priority mail or $243.00 per year via priority mail. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 ($90.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all USDE mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

POSTCARD

Grant Application Receipt Acknowledgement

This postcard is provided to expedite the notification of receipt of your grant application in the U.S. Department of Education's Application Control Center. Self-address the return portion of this postcard and enter any identification information that would be helpful to your institution in identifying this grant application. The postcard will be returned to you with the control number that has been assigned by the Department of Education.

If you fail to receive the notification of application receipt within fifteen (15) days from the date you mailed the application, call:

U.S. Department of Education
Application Control Center
(202) 732-2495

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U.S. DEPARTMENT OF EDUCATION
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WASHINGTON, D.C. 20202
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Application Control Center
Washington, D.C. 20202

This will acknowledge receipt of your grant application submitted under Federal program number 84.038, Library Career Training Program.

Please reference the number stamped below in all further correspondence regarding this application.

Project Title (*to be completed by applicant*)

Project Director or Contact Person
(*to be completed by applicant*)

ED Form 0354, 7/80